

TEXAS HIGHWAY PATROL DIVISION WEEKLY REPORT (THP-2A)

Instructions for Front of Report

Purpose. The Highway Patrol Division weekly report (THP-2) is intended to be utilized by CR Investigators, CMV Inspectors, Troopers and Corporals. It will serve several purposes, such as:

1. Provide an official record of daily activities of each employee completing the report.
2. Provide a means of supervisory review and evaluation of the activities performed.
3. Provide a system for supplying all levels of command with necessary statistical information.

The THP-2a is to be utilized by Canine personnel. It contains specific categories for the performance of canine duties.

Detailed Procedure

Position Title. Select from the drop down box the current position the employee holds or enter the employee's current position on the form.

Function. Select from the drop down box the appropriate service the employee is assigned or enter the employees current service on the form.

OT Index Number. Enter the appropriate overtime or Special (Grant Funded) Index Number for the assigned project the employee is working. If employee has worked multiple projects during the week, enter both index numbers.

Name. Enter the employee's Last name, First Name and Initial of middle name (ie. Doe, John R.)

ID Number. Enter the employee's identification number (ie. 3456)

Area. Enter the employee's Sergeant area number (ie. 1C10)

Reporting Period. Enter the beginning day of the week (Sunday) through the end of the week (Saturday).

Days Worked

1. The work week begins on Sunday, at 6:00 a.m. and end on the next Sunday, at 5:59 a.m. Record the date the work week begins and ends, even if it covers more than one month. Example: If Sunday, August 28th is the first day of the work week, continue recording the dates during the week through Saturday, September 3rd. Show all days in one weekly report. Do not split the days covering two separate months on separate weekly reports.

2. The calculation of FLSA time and overtime will begin on Saturday and end on Friday for each week.

Hours Worked

1. Time Started Work. This is the actual time that each day's work begins, for each corresponding scheduled day.

2. Time Ended Work. This is the actual time work ended for the day.

- a.) When working night duty, disregard the fact that the first or last few duty hours might be another calendar day - record the shift worked as it is indicated on the schedule. Example: The scheduled time for working Monday is 9:00 PM to 6:00 AM, - time start indicated on the report would be 9:00 PM and the ending time would be 6:00 AM. The time scheduled for Tuesday is 4:00 PM to 1:00 AM - time start indicated on the report would be 4:00 PM and the ending time would be 1:00 AM.

b.) When a special operation or event is conducted and a considerable portion of two or more calendar days is included in a single uninterrupted tour of duty, and there is no clear point at which to end one day and begin the next, so far as duty is concerned, **use 6:00 AM as the breaking point**. Example: A special operation event begins at 2:00 PM Wednesday and ends at 8:00 AM Thursday. Wednesday's report would begin at 2:00 PM and end at 6:00 AM. Thursday's report would begin at 6:00 AM and end at 8:00 AM.

3. Hours Off-Duty. Time off duty non-duty type activities. Example: You start work at 9:00 AM and quit work at 2:00 PM. At 6:00 PM you return to work and quit at 10:00 PM. This would be recorded as a total of five hours off duty and a total of eight duty hours. Show to the nearest 1/4 hour.

4. Regular Duty and EEP Overtime: All regular duty hours and any EEP overtime will be shown in this area.

a. Regular Day Duty Hours. Time worked between the hours of 6:00 AM and 6:00 PM. Show to the nearest 1/4 hour.

b. Regular Night Duty Hours. Time worked between the hours of 6:00 PM and 6:00 AM. Show to the nearest 1/4 hour.

c. Total Regular Duty Hours. This will be the total of all day duty time plus any night duty time for that tour of duty. Show to the nearest 1/4 hour.

5. Grant Funded Overtime Hours: All special project overtime hours will be shown in this area. Special project overtime is defined as overtime that directly advances enforcement related missions, including court testimony. Typically enforcement overtime is that time indicated under "Routine Duties" for the distribution of duty hours, and will include hours shown in "Court". Special project overtime is defined as overtime worked on special enforcement projects, such as: Comprehensive STEP, Impaired Driving Mobilization (IDM) STEP, Tx DOT Construction Zone projects, and Border Security projects.

a. Special Project OT Day Hours. Time worked between the hours of 6:00 AM and 6:00 PM while working an enforcement overtime project. Show to the nearest ¼ hr.

b. Special Project OT Night Hours. Time worked between the hours of 6:00 PM and 6:00 AM while working an enforcement overtime project. Show to the nearest ¼ hr.

c. Total Special Project OT Hours. Total number of hours worked while working an enforcement overtime project. Show to nearest ¼ hr.

Distribution of Duty Time. Travel time necessary to perform any activity will be properly charged to that activity when routine duties to your destination are not practical. Show to the nearest 1/4 hour.

Administrative.

Administrative Duties include training, office duty assigned by a supervisor, court, vehicle maintenance, conducting background investigations, and conducting safety talks. These duties indirectly advance or support the programs of the Highway Patrol Division or Department.

1. Vehicle Maintenance. Time spent having scheduled maintenance, car wash and or emergency repairs conducted on assigned unit or unit driven at the time of such scheduled maintenance or repairs. Includes but not limited to video, radar, computer and other related equipment.

2. Safety / Training Programs. Time spent preparing and presenting public safety programs to group(s). In the REMARKS section on the back of the Weekly Report (THP-2), identify the group and the topic discussed.

3. Court Duty. Time spent in attending court or grand jury as a witness or complainant, checking dispositions, filing cases, or when conferring with judges or prosecutors on specific cases.

4. Background Investigations. Time spent conducting applicant background investigations.

5. Training. Time spent in Austin or in the field including K-9 training. The time spent by Troopers who are providing and or receiving training while participating in a FTO program and riding in the passenger seat. Troopers in the lead will show time spent on duty in the respective area of those duties conducted.

6. Office Duty. Time spent preparing any required reports or correspondence that cannot be prepared in the field while on patrol. Time also spent in regional, district, or area office when specifically assigned to office duty.

Routine Duties

1. Patrol Enforcement. Time spent performing traffic patrol duties, conducting criminal investigations, border security operations, developing evidence, interviewing witnesses, manhunts, serving or attempting to serve and processing a warrant, capias, or summons, assisting and/or assigned to conduct surveillance on criminal suspects or persons of interest, vehicle searches for contraband and K-9 searches; also, includes time spent assisting the Criminal Investigations Division or other agencies with wiretaps or raids, securing crime scenes, and other similar duties.

Time spent on safety-related duties directed towards primary (elementary & middle school), secondary (high school), and tertiary (higher education) public and private school campuses. This time includes, but is not necessarily limited to, school walkthroughs, meeting with school administration and employees regarding campus security, assisting school administrators with security threat assessments, and presenting civilian security training to school personnel (C.R.A.S.E - Civilian Response to Active Shooter Events.)

This does not include time spent on Motor Carrier Safety Grant related activities listed in 4 or enforcement of FMCSR regulations.

2. Crash Investigation. Time spent en route to and at the scene of a crash as well as any time spent on follow-up at hospitals, mortuaries, garages, notifying next of kin, reconstruction as a part of a district or state team, directing traffic at a crash scene when you are not the investigating officer, and completing the CR-3 Crash Report.

3. Motor Carrier Safety Work. Non-enforcement time spent performing "Motor Carrier Safety" activities not directly specified in a federal grant. The activities that are required to be placed in this category include motor coach/bus inspection activity, driver/carrier education, training conducted in the field which is not a designated FMCSA approved course, seminars and MCSAP related court duties. Travel time will not be shown under this heading.

Auto

1. Regular Duty Miles. Record the total duty miles traveled during a regular tour of duty and during non-enforcement overtime. Include assigned DPS vehicles, other DPS vehicles, and non-DPS vehicles.

2. Enforcement Overtime Duty Miles. Record the total duty miles traveled during an enforcement overtime shift. Combined miles if more than one unit used during an enforcement overtime shift.

3. Unit Number. Enter the unit number of the vehicle used during the shift.

4. Total Duty Miles. Enter the combined total of number of miles driven during a shift including regular/non-enforcement overtime duty miles and miles driven during an enforcement overtime shift.

Canine Administrative Time - those hours that directly contribute to furthering the Department's canine program

1. Canine Training- Record the total time training (actual time conducting training). This does not include the time to make up training aids.

Travel within area is training time. Travel to another city for training is not training time.

2. Canine Maintenance- Record the total time for each day required for canine maintenance (time taking canine to vet, time grooming and feeding canine, time cleaning and sanitizing kennels and vehicle). This will consist of time directly related to the care and health of the canine.

3. Training Aid Construction- time spent rolling towels and preparing training aids for exercises to be conducted.

4. Veterinarian - Time spent taking a canine to the vet and time spent at the veterinarian's office

5. Disinfecting kennel / vehicle - time spent cleaning and disinfecting the canines kennel and vehicle.

Enforcement Summary. Record the total number of arrests and warnings in the appropriate category for each day of activity. Record activities during regular and non-enforcement overtime in the appropriate column. Record activities during enforcement overtime in the appropriate column.

Violations

1. Speeding. Record the total number of arrests and/or warnings for any offense of speeding regardless of the method used in determining the speed.
2. DWI. Record the total number of arrests made for any offense of Driving While Intoxicated. Warnings will not be issued for DWI.
3. DUI (Minor). Record the total number of arrests for Driving Under the Influence-Minor. Warnings will not be issued for DUI (Minor).
4. Adult Restraint Violations. Record the total number of arrests/warnings for any adult restraint violation.
5. Child Restraint Violations. Record the total number of arrests/warnings for child restraint violations. These include arrests for all child safety seat violations, and for restraint violations of children younger than seventeen issued to the driver.
6. Haz-mat (CVE Only). Record the total number of arrests/warnings issued for any of the federal or state Hazardous Material Regulations adopted by the Department.
7. Oversize. Record the total number of arrests/warnings for any over width, over height, over length, or illegal load extension offenses.
8. Overweight (CVE Only). Record the number of arrests/warnings for any overweight offense. This includes Over Gross Weight, Overweight, Overweight Group of Axles, Over Single Axle, Over Tandem Axle, Over Tire Rating, and all Aiding and Abetting offenses.
9. No Insurance / MC Authority. Record the total number of arrests/warnings for any offense of failing to maintain financial responsibility. Motor carrier registration offenses such as Fail to Display TxDOT Insurance Certificate. Also includes the violations found in FMCSR 392.9a such as No Operating Authority, Operating Beyond the Scope of Authority, etc.
10. FMCSR Driver. Record the total number of arrests/warnings for any Federal Motor Carrier Safety offenses committed by the driver. This will include Part 391 (Qualifications of Drivers), Part 392 (Driving of Motor Vehicles) and Part 395 (Hours of Service of Drivers) violations. Examples: FMCSR 391.41 –No Medical Certificate, FMCSR 392.9-Load Not Secured Safely, FMCSR 392.71 -Driver in Possession of Radar Detector, FMCSR 395.8(f)(I)-Duty Status Report Not Current, FMCSR 395.8(e)-False Records of Duty Status, etc. (FMCSR seat belt violations will not be reported here. Report these under Adult Restraint Violations)
11. Driver License/DWLI. Record the total number of arrests/warnings for any state driver license violation. This will include No Driver License, Violate D.L. Restrictions, Expired Driver License, Wrong Class Driver License, DWLI, and all state CDL violations.
12. Registration. Record the total number of arrests/ warnings for registration offenses. This includes Operating Unregistered Motor Vehicle, Display Expired License Plates, Fail to Display License Receipt, Fail to Display Apportioned Cab Card, Over Registered Weight, Farm License violations, and any registration permit violations.
13. Equipment. Record the total number of arrests/warnings for state or federal (CVE & HP Level 2 certified personnel only) equipment offenses including, but not limited to brakes, lights, wheels, tires, frames, mirrors, fire extinguishers, and vehicle maintenance requirements. All parts of FMCSR, Part 393 (Parts and Accessories Necessary for Safe Operation violations will be recorded here.) Include No Valid Inspection Certificate, No Identifying Markings-Commercial Vehicle and FMCSR 396.17- No Annual Inspection. Record violations of FMCSR 396.5(6) - Engine Oil Leak here.
14. Criminal (Felony). Enter the number of felony arrests for violations of criminal statutes.
15. Criminal (Misdemeanor). Enter the number of misdemeanor arrests for violations of criminal statutes.
16. Fugitive (Felony). Record all arrests made on a felony warrant where a fugitive arrest ticket is completed as required under 20.10.95.01. If more than one arrest warrant is served on an individual, document this as only one fugitive arrest in this section. If an individual is arrested for outstanding felony and misdemeanor warrants, document one arrest made in the felony category.
17. Fugitive (Misdemeanor). Record all arrests made for a misdemeanor warrant where a fugitive arrest ticket is completed as required under 20.10.95.01. If more than one arrest warrant is served on an individual, document this as only one fugitive arrest in this section.

18. All Other Violations. Record all other arrests/warnings issued for violations under this category. Examples: Failed to Yield Right of Way, Turned Across Divided Section, Disregarded Red Light, Failed to Pass to Left Safely, Following Too Closely, Fail to Drive In A Single Lane, etc.

19. Total. Record the sum of each day's activity. The totals added horizontally and vertically in this section should be the same.

20. Total Number of Vehicles Stopped with Enforcement Action. Enter the total number of contacts made that generated an inspection report (CVE-3), citation (THP-6), warning (THP-3) or arrest.

Activities

1. Crashes Investigated. Enter the number of crashes investigated. Record a corresponding entry in the Activity section on the back of the report indicating the date of the crash, the driver(s) involved, and the location where the crash occurred.

2. Agency Assist. Enter the number of law enforcement/ governmental agencies assisted. Record a corresponding entry in the Activity section on the back of the report indicating the date, the name of the agency assisted, and location where the assistance was provided.

3. # of Traffic Enforcement Ops with Other Agencies. Enter the number of traffic enforcement Ops worked with other law enforcement agencies. Record a corresponding entry in the Activity Section on the back of the report indicating the date, the agencies worked along with, and the location of operation.

4. Schools Visited: Enter the total number of school campuses visited for school safety purposes.

5. Motorist Assist. Enter the number of motorists/persons assisted. Do not include providing routine information, such as providing directions or telephone information. Assistance does not require the presence of a vehicle. Record a corresponding entry in the Activity section on the back of the report that indicating the date, the identification factor (Name, License Plate, Driver License number, etc.) and the location where the assistance was provided.

6. Safety Programs. Enter the number of public safety programs presented. Report one program for each hour of presentation or one program for each speech, demonstration, or instruction in a class of less than one hour. Record in the Activity section on the back of the report including the date, type of program presented, and its location. Media/press releases will not be considered safety programs, and therefore will not be recorded as activity in this section; however media releases and their type shall be entered into the Activity section on the back of the report.

7. Training Programs for other Law Enforcement Agencies. Enter the number of training programs for other law enforcement agencies provided by reporting one program for each hour of presentation or one program for each speech, demonstration, or instruction in a class of less than one hour. Record a corresponding entry in the Activity section on the back of the report indicating the date, the type of training program provided, and its location.

8. Background Investigations. Enter number of background investigations completed. Record a corresponding entry in the Activity section on the back of the report indicating the date the investigation was completed, the applicant's name, and the location where the investigation was conducted.

9. Stolen Vehicles Recovered. Enter number of stolen vehicles recovered (with or without apprehensions). Record a corresponding entry in the Activity section on the back of the report indicating the date of recovery, vehicle information (include vehicle identification number), and the location of the recovery.

10. Warrants Served. Enter the number of warrants served. Record a corresponding entry in the Activity section on the back of the report indicating the date, the subject's name, and location of warrant service.

11. HQ-35 Seizures. Enter the number of seizures of drugs (more than a user amount), money, or vehicles requiring completion of a HQ-35. Record a corresponding entry in the Activity section on the back of the report indicating the date, the amount of contraband or personal property that was seized, defendant, and the location or jurisdiction handling seizure.

12. Intel Hits (WatchList). Enter the number of Intel Hits subjects encountered. An intel hit subject is a person identified on a watchlist maintained by state or federal government. Record a corresponding entry in the Activity section on the back of the report indicating the date, subject information, and location of encounter.

13. Intel Reports Submitted. Enter the number of reports generated and submitted for intelligence purposes. An intel report includes the INT-7 or similar report submitted to the Fusion Center. Record a corresponding entry in the Activity section on the back of the report indicating the date, subject/vehicle information, and location of encounter.

14. Vehicle Pursuits. Enter the number of vehicle pursuits that were initiated, or assistance in pursuits initiated by another agency. Do not document assistance in pursuits that another trooper initiated.

15. DL IVS Investigations Completed. Enter the number of Image Verification System (IVS) investigations that were completed during this weekly reporting period.

Motor Carrier Safety Summary

1. Level 2 Inspections. Enter the total number of Level 2 inspections conducted during the reporting period.

2. Vehicle OOS. Enter the total number of vehicles placed out-of-service during the reporting period. (Note: If both power unit and trailer are placed out-of-service, this would count as two (2) vehicles out-of-service.

3. Driver OOS. Enter the total number of drivers placed out-of-service during the reporting period.

4. Vehicles Checked. Enter the number of vehicles stopped where an inspection report (CVE-3) was completed. This would include FMCSA inspections and non FMCSA regulated inspections.

17. Weigh in Motion. Enter the number of vehicles weighed using weigh in motion scales during the reporting period.

Instructions for Back of Report

1. Date of Activity. Enter the date corresponding to the activity and/or activities recorded on the front of the report.

2. Activity. List any activity requiring clarification from front of report.

3. Identification. Name of person, place or thing requiring identification that is recorded on the front of the report.

4. Location. Location where activity was conducted.

5. Date. Enter the date that corresponds with the day of the week.

6. OT Hours. Enter the total hours worked in excess of those hours prescribed in a normal duty day or all hours worked on an assigned day off.

7. Time Left. Enter time left duty station

8. Arrived Back. Enter the time arrived back to duty station

9. Hours Away. For travel expenses and supervisory review, record the necessary information. One (1) DAY may be used for a full 24-hour period, otherwise show the number of hours.

10. Meal. List any full/partial per diem meal expenses claimed. See General Manual Chapter 10 for specific instructions relating to expense vouchers.

11. Room and Other. List hotel room and any other expenses claimed.

12. Total Expenses. Total of Meals and Room and Other.

13. Explanation of Duties Performed, Area Worked, Justification for Overtime. Enter in the space the actual duties performed, location where the duties were performed and expenses incurred. Also, note any extra duty or call out information in which overtime was worked. Indicate in this section if any overtime worked was non-enforcement or enforcement related overtime.

Time Accrued / Taken

1. Code. All off duty time, other than assigned days off, and all time accrued will be reported in chronological order by day according to the proper code(s). If more than one code is needed for a particular day, record each code separately.
2. Hours. Show the number of hours decimal equivalent (in .25 increments) corresponding with the code(s) reported.
3. Date. Enter the date(s) the corresponds with the code(s) reported.

Secondary Employment

1. Date. Enter date secondary employment worked
2. Shift. Enter time started/ended at secondary employment.
3. Number of Hours Worked. Enter the total hours spent on secondary employment. Total at the bottom of the report.
4. DPS Hours Worked. Enter the number of hours spent that day working for DPS. Total at the bottom of the report.
5. Total Hours Worked. Total of DPS time and secondary job hours. Total at the bottom of the report also.
6. Leave Type. Enter the proper time off code for any paid DPS leave taken.
7. Leave Hours. Enter number of hours claimed corresponding to leave code.
8. Business Name and Location. Self-explanatory
9. Other remarks. Self-explanatory,
10. Initial Box. If no secondary employment was worked during this reporting period, either electronically or manually initial the box to certify that no secondary employment was performed.

NOTE The maximum number of secondary employment hours when combined with Department work hours cannot exceed 62 hours per work week. The maximum number of secondary employment hours when combined with Department work hours cannot exceed 14 hours in a 24 hour period. An employee must rest a minimum of 6 hours following secondary employment that exceeds 4 hours before returning to work for the Department. The week referenced here for secondary employment is the period defined as a week for reporting purposes: begins on Sunday at 6:00 am and ends on the next Sunday, at 5:59 am. For the purposes of this policy, a 24 hour period is not necessarily midnight to midnight, for example: 1pm-12:59pm; 3:15am-3:14am.

EXAMPLES

Maximum Hours per Week Rule: An employee working 50 hours for the Department in a work week would be permitted to work 12 hours of secondary employment. An employee working 40 hours for the Department in a work week would be permitted to work 22 hours of secondary employment.

Maximum Hours per 24 Period Hour Rule: An employee working 10 hours for the Department would be permitted to work up to 4 hours of secondary employment in a 24 hour period. An employee working 6 hours for the Department would be permitted to work up to 8 hours of secondary employment in a 24 hour period. An employee that does not work any hours for the Department would be permitted to work 14 hours of secondary employment in a 24 hour period.

Minimum Hours Rest Rule: An employee working an assigned work day ending at 6 p.m. on Monday, and working a 12 hour secondary employment shift on their day off on Tuesday from Noon to Midnight, cannot begin work again for the Department until 6 a.m. on Wednesday.

Canine Training

Grams- Record the actual size of training aid used in grams

Proficiency Training- If the exercise is conducted as a blank exercise (no training aid used), record a (B) in the rating box. Example: If a blank vehicle was searched, both exterior and interior, record a (B) under Passenger Vehicle Interior

Search Rating- Record an S if the exercise was Satisfactory in search intent and final response. Record a U if exercise was Unsatisfactory. Record a B if no training aid was used and the exercise was Blank.

Drug Used-Record correct abbreviation for the type of drug used in the exercise.

M-Marijuana

H-Heroin

C-Cocaine

MT- Methamphetamine

PH-Pseudo Heroin

PC-Pseudo Cocaine

PMT- Pseudo Methamphetamine

Unknown - If exercise is Unknown record an X in the Unkn box. Handler will be required to conduct a minimum of 10 unknown exercises per week to satisfy the assisted training requirements. Leave box empty if aid was in a known location.

Ending - Record the ending of the exercise.

P- Praise Off- At the completion of the exercise the canine is praised off instead of receiving a towel.

R- Rewarded- The canine receives a towel in the exercise, Example- towel (reward) hidden in box with training aid or towel (reward) concealed with training aid.

S-Substitution- The canine receives his towel (reward) by either handler or assistant substituting the towel (reward).

ID Number of Officer Assisting- Record the ID number of the trooper assisting with the training session. If not a trooper place an X in the box and record the persons name and agency in the remarks section of report. Handler must also have assistance in building training aids

Remarks- Explain any corrective action taken in the canines performance. Also, explain what problems the canine had in the exercise(s) marked unsatisfactory.